

### **Ancillary Document 2.3.1.5.4.5**

#### **Job Description: ADMINISTRATOR OF EDUCATIONAL ADVANCEMENT**

1. **Term of Office** – Three years concurrent with the Reporting Officer.
2. **Authority.**
  - 2.1. Reports to the Director of Education.
  - 2.2. Guides and coordinates the activities of the following:
    - 2.2.1. Teachers Certification
    - 2.2.2. Certified Teacher Graduate Program
    - 2.2.3. Judges Certification
    - 2.2.4. Extended Study Program
    - 2.2.5. Master Craftsman Programs
    - 2.2.6. Appraisal Program
  - 2.3. Assists the Director of Education in recommending appointments of Chairs for the subcommittee(s) listed above to the President.
3. **Governance.** Is familiar with job descriptions and necessary reporting forms.
4. **Program Development.** Submits ideas for development of new programs to Director of Education.
5. **Meetings/Functions at National Seminar.** Participates in Education Department functions and represents program at Teachers Showcase (which includes the former Education Forum) and other Education department functions at National Seminar, if possible.
6. **Education Catalog.**
  - 6.1. Submits appropriate materials, updates, and revisions for the Education Catalog to the Director of Education for approval and for submission to the Education Catalog chair.
  - 6.2. Maintains current files of materials for Education Catalog.
  - 6.3. Proofreads sections of Education Catalog relating to Educational Advancement.
7. **Reports/Correspondence.**
  - 7.1. Replies to correspondence from members regarding educational advancement programs in general and resolves problems and complaints.
  - 7.2. Submits written reports to the Director of Education on or before established deadlines set by the Reporting Officer.
  - 7.3. Sends copies of significant correspondence to the Director of Education.
8. **EGA Discussion Group.** Monitors EGA National Web Discussion Group for Education Department related matters and forwards questions, comments or suggestions to appropriate chair, officer or staff member for response.
9. **Financial.**
  - 9.1. Assists in budgeting when requested.
  - 9.2. Forwards bills as incurred or quarterly to EGA Headquarters for reimbursement; also sends a copy to the Director of Education.
10. **Public Relations.** Agrees to have name and email address published on the EGA website.

11. **Preparation for Unexpected Absence.** Has the Document/File Emergency Location Form on file at EGA Headquarters (Ancillary Document 1.5.1.7, Document/File Emergency Location Form)
12. **Successor.** Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action.